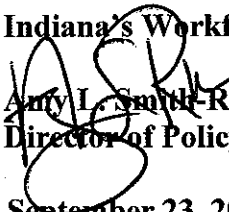




INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**FORMAL COMMUNICATION**

**TO:** Indiana's Workforce Investment System

**FROM:**  Amy L. Smith-Rubeck, MA, LMHC  
Director of Policy

**DATE:** September 23, 2008

**Technical Assistance Bulletin  
TAB 2008-12  
Career Advancement Accounts**

***Background***

Indiana's Career Advancement Account (CAA) demonstration is designed to further Indiana's workforce, economic development and education strategies by targeting workers with low to mid-range skill levels and linking them to specific regional Strategic Skills Initiative (SSI) skills gaps and in-demand industries. The CAA program provides eligible participants with tuition, books, and fees associated with training that will result in a portable-industry recognized credential. The CAA demonstration project is currently being offered in Economic Growth Regions 1, 3, 6, 9, and 11.

***Content***

Career Advancement Accounts have been prioritized for adult workers, incumbent workers, and workers who are dislocated or have received Worker Adjustment and Retraining Notification Act (WARN) notices. Participants must have a GED or high school diploma and be "job- ready" in order to qualify. Training for award recipients must result in a "portable-industry recognized" credential or degree.

Career Advancement Accounts may be issued for up to \$6,000 per participant. The award limit requires participants to utilize funds within two years. Career Advancement Account awards are to be distributed at the discretion of the regionally selected Career Advancement Account Program Coordinators and are designed to be self-administered by program participants.

In the past, the Career Advancement Account demonstration limited participants to receiving only CAA funding. As a result of integration, participation in the Career Advancement Account demonstration allows individuals to receive other types of workforce investment services, including WIA. However, participants cannot simultaneously receive a Career Advancement Account and a WIA funded Individual Training Account (ITA) and/or Trade Adjustment Assistance (TAA) funded training.

Providers and case managers of Career Advancement Accounts must use TrackOne, the Indiana Department of Workforce Development's (IDWD's) case management system for tracking and reporting participants' progress. It is the intent of the Department to utilize the TrackOne system for recording CAA recipient information and to minimize the amount of paper file documentation maintained by the participating regions. Failure to document proper information or to report inaccurate data in TrackOne may result in disallowed costs or unapproved payments.

All participant information should be entered in the CAA Pilot Program Folder in the TrackOne system. It is imperative to program tracking that all required fields regarding background information, employment history, the selected training program and obligations are completed and accurate.

**Questions regarding this Technical Assistance Bulletin may be directed to:**

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***Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.***